



## I. Introduction

This guide will provide detailed steps to verify registration status of vendors and distributors on the Statewide Vendor Registration site. Vendors with authorized distributors are responsible to verify that their distributors are registered. Once registration is complete, please allow 2 hours for the registered vendors/distributors to be visible in the Statewide Vendor Registration site.

**Note:** Per North Carolina State Term Contract requirements, only vendors and distributors registered with the Statewide Vendor Registration site are eligible to receive purchase orders. Both vendors and distributors are required to register within two (2) business days of notification of contract award.

## II. Verify Registration Status

1. Navigate to: <http://eprocurement.nc.gov/>.
2. On the left side of the page, click '**Registered Vendor Search.**'

The screenshot shows the NC E-Procurement website. The left sidebar contains a menu with the following items: NC E-Procurement Home, Buyer Login, Vendor Login, Vendor eQuote Login, Registered Vendor Search (circled in red), State Term Contract Catalog Search, State Term Contracts Listing, News & Events, and Quick Links. The Quick Links section includes: Division of Purchase & Contract, Office for Historically Underutilized Businesses, State IT Procurement Office, Office of the State Controller, and IPS - Vendor Link.

The main content area features a 'Welcome to NC E-Procurement!' message, followed by a description of the system's benefits. Below this are buttons for Buyer Login, Vendor Login, and Vendor eQuote Login. To the right, there is a quote from Lenoir Community College and a table of E-Procurement Statistics as of December 1, 2014.

E-Procurement Statistics as of December 1, 2014	
Purchase Orders (PO) Issued	4,794,862
Total PO Value	\$30,898,383,920
Total Vendors	51,051
Total Purchasing Users	9,617
Purchasing Entities Using System	185

The bottom of the page includes a 'News & Events' section with links to Instructor-Led Training, The Source Newsletter, and iHub Upgrade.



3. In the middle of the page, click **'Search for Registered Vendors'** (this will direct you to the **'Vendor Search'** tool).

The screenshot shows the NC E-Procurement website interface. At the top left is the Great Seal of the State of North Carolina. To its right is the NCE-Procurement logo with the tagline '@your service'. Below the logo are four buttons: 'Buyer', 'Vendor', 'User Training', and 'Contact Us'. On the left side, there is a vertical navigation menu with links: 'NC E-Procurement Home', 'Buyer Login', 'Vendor Login', 'Vendor eQuote Login', 'Registered Vendor Search' (highlighted), 'State Term Contract Catalog Search', 'State Term Contracts Listing', 'News & Events', and 'Quick Links'. Under 'Quick Links' are several departmental links. The main content area is titled 'Registered Vendor Search' and contains a paragraph explaining the tool's purpose. Below this is a 'Please Note' section with registration details. At the bottom of the main content area, the text 'Search for Registered Vendors' is circled with a dashed line. The footer contains links for 'Site Map', 'Contact Us', 'Privacy Policy', and 'Operating Schedule', along with a copyright notice for the State of North Carolina.

**Registered Vendor Search**

The Registered Vendor Search is a tool that can be used to search for vendors registered with NC E-Procurement @ Your Service. This tool provides a way to search for vendors by vendor name, vendor tax ID, vendor location, commodity code and construction code. Search results provide detailed information about the vendor including HUB status and whether or not the vendor participates in the eQuote process.

**Please Note:**  
Vendors who complete registration prior to 5:00 pm EST will be available in the E-Procurement system the following business day. Vendors who complete registration after 5:00 pm EST will be loaded the subsequent business day. Vendors who elect to participate in eQuote will, on average, be available to receive eQuotes within 2 business days. After locating a vendor record, please click on a vendor name to determine when their registration occurred.

**Search for Registered Vendors**

Site Map | Contact Us | Privacy Policy | Operating Schedule  
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4. Under the **'Vendor Search'** section, the following search criteria may be used: Vendor Name, Federal Tax ID, Last Name, eQuote Status, Email, Location, Individual Characteristics, Commodity Code, Construction Code, and HUB Category.

**Note:** It is best to use the Federal Tax ID number to search for a vendor/distributor. The Federal Tax ID is unique to a vendor/distributor and can only be used once in the system.

Return to NC E-Procurement @ Your Service

**Vendor Search**  
How do I use this tool? [Search Help Document](#)

Vendor Name  Tax ID   
Last Name  eQuote Vendor:  Select eQuote Status   
Email   
Location Name  Location City  Location County   
Individual Characteristics (includes ethnicity, gender, disabled status)  
Select Characteristic   
Commodity Code  
Select Commodity Codes  
005 Abrasives  
010 Acoustical Tile, Insulating Materials, and Supplies  
015 Addressing, Copying, Mimeo., Duplicating Machine Supplies  
Construction Code  
Select Construction Codes  
01300 Administrative Requirements (Project Management/Coordinator)  
01400 Quality Requirements (Architecture/Design)  
01500 Temporary Facilities and Controls  
HUB Category:  Select HUB Category

Vendor Name	First Name	Last Name	Phone	Email	Debarred	HUB	eQuote
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5. To perform a search by Vendor/Distributor Name, locate the field labeled **'Vendor Name'** and enter Vendor/Distributor Name in the field.

**Note:** When searching by Vendor Name, what is typed in the field will be searched for from the beginning of the word or phrase. For example, searching for "self" will return all entries containing a word that starts with "self," such as self-storage, self-help, Adam Self, etc. However, it will not bring back myself, itself, etc.

Return to NC E-Procurement @ Your Service

**Vendor Search**  
How do I use this tool? [Search Help Document](#)

Vendor Name  Tax ID   
Last Name  eQuote Vendor:  Select eQuote Status   
Email   
Location Name  Location City  Location County   
Individual Characteristics (includes ethnicity, gender, disabled status)  
Select Characteristic   
Commodity Code  
Select Commodity Codes  
005 Abrasives  
010 Acoustical Tile, Insulating Materials, and Supplies  
015 Addressing, Copying, Mimeo., Duplicating Machine Supplies  
Construction Code  
Select Construction Codes  
01300 Administrative Requirements (Project Management/Coordinator)  
01400 Quality Requirements (Architecture/Design)  
01500 Temporary Facilities and Controls  
HUB Category:  Select HUB Category

Vendor Name	First Name	Last Name	Phone	Email	Debarred	HUB	eQuote
-------------	------------	-----------	-------	-------	----------	-----	--------

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- Click on the **'Search'** button at the bottom of the screen to view the search results.

[Return to NC E-Procurement @ Your Service](#)

### Vendor Search

How do I use this tool? [Search Help Document](#)

Vendor Name  Tax ID

Last Name  eQuote Vendor  Select eQuote Status

Email

Location Name  Location City  Location County

Individual Characteristics (includes ethnicity, gender, disabled status)  
Select Characteristic

Commodity Code  
Select Commodity Codes  
005 Abrasives  
010 Acoustical Tile, Insulating Materials, and Supplies  
015 Addressing, Copying, Mimeo., Duplicating Machine Supplies

Construction Code  
Select Construction Codes  
01300 Administrative Requirements (Project Management/Coordinator)  
01400 Quality Requirements (Architecture/Design)  
01500 Temporary Facilities and Controls

HUB Category

Vendor Name	First Name	Last Name	Phone	Email	Debarred	HUB	eQuote
-------------	------------	-----------	-------	-------	----------	-----	--------

- Locate the search results at the bottom of the search page. The results display a list containing each Vendor/Distributor's Name, and the Main Contact's First Name, Last Name, Phone Number, and Email Address.

[Return to NC E-Procurement @ Your Service](#)

### Vendor Search

How do I use this tool? [Search Help Document](#)

Vendor Name  Tax ID

Last Name  eQuote Vendor  Select eQuote Status

Email

Location Name  Location City  Location County

Individual Characteristics (includes ethnicity, gender, disabled status)  
Select Characteristic

Commodity Code  
Select Commodity Codes  
005 Abrasives  
010 Acoustical Tile, Insulating Materials, and Supplies  
015 Addressing, Copying, Mimeo., Duplicating Machine Supplies

Construction Code  
Select Construction Codes  
01300 Administrative Requirements (Project Management/Coordinator)  
01400 Quality Requirements (Architecture/Design)  
01500 Temporary Facilities and Controls

HUB Category

Vendor Name	First Name	Last Name	Phone	Email	Debarred	HUB	eQuote
1 records found. Displaying 1-1.							
<a href="#">Test Vendor</a>	Test	Vendor	888-211-7440	ephelptdesk@its.nc.gov			



8. If the Vendor/Distributor Name does not appear under the search results table:
- a. Click on the **'Reset'** button located next to the **'Search'** button at the bottom of the screen.

The screenshot shows the 'Vendor Search' form. At the top right is a link 'Return to NC E-Procurement @ Your Service'. Below the title 'Vendor Search' is a link 'How do I use this tool? Search Help Document'. The form contains several input fields: Vendor Name, Tax ID, Last Name, eQuote Vendor (dropdown), Select eQuote Status (dropdown), Email, Location Name, Location City, and Location County. There are also dropdowns for Individual Characteristics, Commodity Code, Construction Code, and HUB Category. At the bottom of the form, the 'Search' and 'Reset' buttons are circled with a dashed line. Below the form is a table with the following headers: Vendor Name, First Name, Last Name, Phone, Email, Debarred, HUB, and eQuote. The footer of the page reads 'Copyright © 2001 State of North Carolina'.

- b. Search by other criteria in the **'Vendor Search'** section (for example: Federal Tax ID, Last Name, eQuote Status, Email, and Location). **If the Vendor/Distributor Name does not appear in any of the search results, they are not registered with the State of North Carolina.**

This screenshot is identical to the one above, but includes a yellow callout box with a bracket pointing to the Vendor Name, Tax ID, Last Name, eQuote Vendor, and Email fields. The text in the callout box reads: 'Search by Vendor Name, Federal Tax ID, Last Name, eQuote Status, Email, Location'. The rest of the form and the table below are the same as in the previous screenshot.





9. If the Vendor/Distributor Name does appear under the search results table:
  - a. Under the **'Vendor Name'** column, locate the Vendor/Distributor Name and select the vendor to view details.

[Return to NC E-Procurement @ Your Service](#)

### Vendor Search

How do I use this tool? [Search Help Document](#)

Vendor Name:  Tax ID:

Last Name:  eQuote Vendor:  Select eQuote Status:

Email:

Location Name:  Location City:  Location County:

Individual Characteristics (includes ethnicity, gender, disabled status)  
Select Characteristic:

Commodity Code  
Select Commodity Codes  
005 Abrasives  
010 Acoustical Tile, Insulating Materials, and Supplies  
015 Addressing, Copying, Mimeo, Duplicating Machine Supplies

Construction Code  
Select Construction Codes  
01300 Administrative Requirements (Project Management/Coordinator)  
01400 Quality Requirements (Architecture/Design)  
01500 Temporary Facilities and Controls

HUB Category:  Select HUB Category:

Vendor Name	First Name	Last Name	Phone	Email	Debarred	HUB	eQuote
1 records found. Displaying 1-1.							
<a href="#">Test Vendor</a>	Test	Vendor	888-211-7440	ephelppdesk@its.nc.gov			

- b. Under the **'View Vendor Detail'** section, locate the **'General Vendor Information'**, **'Contacts'**, and **'Locations'** sections. Verify that the information listed is accurate. **The registration is complete when the NC Terms of Use have been accepted.**

### General Vendor Information

Vendor Status: Active  
Vendor Name: Test Vendor  
Dun and Bradstreet Number:  
Website:  
Individual and Business Characteristics: Corporation  
Description of Owner(s):  
Business Provides: Both Goods and Services  
Provides Medical Services: No

### Contacts

Last Name	First Name	Title	Phone	Email
Vendor	Test	Title	888-211-7440	ephelppdesk@its.nc.gov

### Locations

Test Location	Location Status: Active
<b>Order From:</b> Orders: via EMAIL Email: ephelppdesk@its.nc.gov Fax: Contact: Test Vendor 123 Main Street Raleigh, NC 27609 Wake PCards: Not accepted	<b>Remit To:</b> Payment: via USMAIL Make Checks Payable To: Test Vendor Fax: Contact: Test Vendor 123 Main Street Raleigh, NC 27609 Wake

### Commodity Codes

045 Appliances and Equipment, Household Type

### Construction Codes

### Historically Underutilized Business (HUB) Category

HUB Category: None  
HUB Status: None

### eQuote Selections

Status: Not registered

### NC Terms of Use

Accepted: 12/11/02014 by Test Vendor